



TO: Liam Skinner, Superintendent of Schools

FROM: Abigail Anderson, Director of Research and Accountability

DATE: July 11, 2023

RE: *Staff Proposal for Office of Performance Management Memo*

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## **Staff Proposal for Office of Performance Management**

With the recent resignation of a Data Analyst, we have an opportunity to provide for a planned shift from that Data Analyst role to the role of Assistant Database Administrator. The estimated cost of this contemplated shift is \$10,000 - \$15,000. By making this move, the department will be more aligned with the data office functions recommended in an audit of the Office of Performance Management last spring and will be better resourced to comply with state and federal reporting requirements.

The recent resignation means the data department lost a valuable member of the team whose job functions primarily focused on ensuring that all state and federal reporting requirements for the district were accurate and completed timely in order to certify and secure funding for the school year. This team member was also involved in handling all Title I data collection and reporting. Specifically, the Assistant Database Administrator will be tasked with supporting the Systems Database Administrator and major functions of the work will revolve around Federal and State reporting, fulfilling all K-12 data mandates of the Massachusetts Department of Elementary and Secondary Education, U.S. Department of Education, U.S. Department of Justice, and any other Federal or State Agency that requires data from school districts.

More specific job descriptions for the proposed new position, can be found here:

[Assistant Database Manager](#)

**LOWELL PUBLIC SCHOOLS - LOWELL, MA**  
**JOB POSITION DESCRIPTION**

<b>Assistant Database Administrator</b>	<b>ASAP</b>
Position Title	Start Date
<b>Central Office</b>	<b>Systems Database Administrator/Director of Research &amp; Accountability</b>
Location	Reports To

**JOB OVERVIEW:** The Assistant Database Administrator will support district use of Follett ASPEN with a primary focus on state reporting and data compliance, leading the district efforts to coordinate and align data sets system-wide. Reporting to the Systems Database Administrator (primary) and Director of Research and Accountability (secondary), the Assistant Database Manager's mission is to maximize the value of the School Departments' data-driven processes and services to support both district and school missions. By working with teams across the district, the Assistant Database Manager will continue to plan and execute efficient and innovative ways to improve workflow and processes across all of our business and administrative services. This position will play a critical role in supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

**PERFORMANCE RESPONSIBILITIES:**

Support the ASPEN student information system to support the goals and objectives of the user environment. Responsible for information regarding ASPEN's student information system, DESE reporting and security portal, administrative, teacher and staff support, data exports, parent portal and year rollover. Database management responsibilities include:

- Create and process Federal and State Reporting, fulfilling all K-12 Data Mandates of the Massachusetts Department of Elementary and Secondary Education, U.S. Department of Education, U.S. Department of Justice, and any other Federal or State Agency that requires data from school districts.
- Assist with year-end preparation, student rollover, and new school year setup
- Obtain State Student Numbers for new students.
- Assist and deliver Training and Professional Development programs to a diverse group of users
- Attend training and conferences as required to fully perform duties
- Perform other related duties as directed by the Director of Research and Accountability

*Assistant Database Manager (continued)*

**QUALIFICATIONS:**

- BA/BS from an accredited educational institution
- Demonstrated proficiency in technology applications and database programs including; Aspen SIS and SIF data connector.
- Demonstrated proficiency with data collections with the following state/federal reports: SIMS, EPIMS, SCS, SSDR, SAC, P-EBT and/or CRDC
- Additionally, experience with the following supplemental programs preferred: Microsoft Office, Google Suite, EasyIEP, Edwin Analytics, DESE portal, and SNAP-School Health Database
- Minimum of three years experience with working with data in an education or technology setting

**REPORTS TO:** Database Systems Administrator (primary) Director of Research and Accountability (secondary)

**EFFECTIVE DATE OF EMPLOYMENT:** As soon as possible after posting closes

**TERMS OF EMPLOYMENT:** Full year position. Terms and Benefits according to other non-union employees of the Lowell Public Schools

**SALARY:** \$60,000 - \$65,000 Per year